

**LOCAL PLANNING GUIDANCE**  
**for**  
**MISSOURI WORKFORCE INVESTMENT REGIONS**  
**Program Years 2005-2006**

This document is designed to give the local Workforce Investment Boards (WIBs) and their staff the guidelines for developing local Workforce Investment Act (WIA) plans for Program Years 2005 and 2006. Current local plans will be extended until September 30, 2005, when the state anticipates completing the review and approval process of these new plans.

According to WIA, local plans shall be consistent with the state plan. Therefore, the state is asking that the “Local Plan Content and Format” listed below, which follows the state plan, be used in the development of these plans.

While the WIA-mandated requirements are the same as those used for the current local plans, emphasis should be placed on how the system has improved and can meet Governor Matt Blunt’s vision for workforce investment, as well as, the new national strategic direction.

Governor Blunt’s top priorities include emphasizing Missouri as a business-friendly state that develops family-supporting jobs, providing the best education for our children, and making state government more efficient and effective at providing services to our citizens.

President George W. Bush’s goals for the workforce investment system include realizing the reforms envisioned by WIA, to include: an integrated, seamless service delivery; a demand-driven system governed by business-led workforce boards; maximum flexibility in service delivery; customers making informed choices; increased fiscal and performance accountability, and a youth program targeting out-of-school populations with increased accountability. These goals are reflected in the national direction, which has been included as Addendum A to this planning guidance.

Therefore, Governor Blunt’s vision and the national strategic direction should be reflected in the local WIB’s priorities.

**Local Plan Content and Format**

**I. Local WIB's Vision**

*State the local board’s vision for the workforce investment region and how this vision meets, interprets and furthers the Governor’s vision and the national direction.*

## II. Local Workforce Investment Priorities

*Identify the workforce investment needs of businesses, jobseekers, and workers in the local area, and how those needs were determined.\**

## III. Local Structure

- A. *Describe the geographical workforce investment area, including the area's major communities, major employers, training and educational institutions in the area (technical and community colleges, universities, etc.), population, diversity of the population, and relevant growth trends.*
- B. *Describe the region's economic condition, including the following information by county and the overall region:*
  - *average personal income level;*
  - *number and percent of working-age population living at or below poverty level;*
  - *unemployment rates for the last five years; and*
  - *major lay-off events over the past three years and any anticipated layoffs.*
- C. *Describe the process used by the local board to provide an opportunity for public comment, including comment by representatives of businesses and labor organizations, and input into the development of the local plan, prior to submission of the plan. \**
- D. (A comprehensive one-stop center is defined in 20 CFR 662.100(c) as a physical center "that must provide the core services specified in WIA Section 134(d)(2) and must provide access to other programs and activities carried out by the one-stop partners.") *Identify the local comprehensive one-stop center(s), including current mailing and street addresses, telephone and fax numbers and list them in Attachment 1 to the local plan.*
- E. *Identify the one-stop partners that are physically located at the comprehensive center(s) and the services provided by these partners and list them in Attachment 1 to the local plan.*
- F. (According to 20 CFR 662.100(d)(1), affiliate one-stop sites "can provide one or more partners' programs, services and activities at each site.) *Identify the local affiliate one-stop sites, including current mailing and street addresses, telephone and fax numbers and list them in Attachment 1 to the local plan.*
- G. *Identify the one-stop partners that are physically located at the affiliated sites and the services provided by these partners and list them in Attachment 1 to the local plan.*

## IV. Economic and Labor Market Analysis

- A. *Identify the current and projected employment opportunities in the local area.\**
- B. *Identify the job skills necessary to obtain current and projected employment opportunities.\**

\*Denotes WIA-Mandated Planning Requirements

V. Overarching Local Strategies

- A. *Include the findings from the “Missouri Regional Skills Gap Analysis” planning phase, as well as any strategies that have been developed for implementing the needed training to fill these skills gaps. These findings should include high-growth, high-demand employment opportunities within the region, as defined in the national direction.*
- B. *Describe the local board’s policy on providing apprenticeships. (Additional information regarding apprenticeships can be found in Addendum B to this planning guidance, as well as at [www.doleta.gov/atels\\_bat](http://www.doleta.gov/atels_bat)).*

VI. Major Local Policies and Requirements

- A. *Identify the local area’s policy for supportive services and/or needs based payments to enable individuals to participate in Title I activities. This policy should address how resources and service coordination is managed in the local area and the procedures for referrals to services. In addition, this policy should identify:*
- *How such services will be funded when they are not otherwise available from other sources;*
  - *The services that may be provided;*
  - *Documentation required for requesting service;*
  - *The maximum amount of funding and length of time for supportive services or needs-based payments to be available to participants; and*
  - *Procedures (if any) established to allow one-stop operators to grant exceptions to the limits established.*
- B. *Identify the maximum dollar amount for all supportive services combined per participant.*
- C. *Describe the criteria to be used by the local board, under 20 CFR 663.600, to determine whether funds allocated to a local area for adult employment and training activities under WIA sections 133(b)(2)(A) or (3) are limited, and the process by which any priority will be applied by the one-stop operator.\**
- D. *Define the sixth eligibility criteria for youth, described in WIA section 101(13)(C)(iv) as “an individual who requires additional assistance to complete an educational program, or to secure and hold employment”.*
- E. *Describe how veteran’s priority, as required by Public Law 107-288, will be incorporated into all programs.*
- F. *Identify the funding limit for individual training accounts (ITAs).*
- G. *Describe how the local region will ensure that the full array of one-stop services are available to all individuals with disabilities, so that these services are fully accessible.*

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- H. *Describe how the local region will ensure that the full array of one-stop services are available to all individuals with limited English proficiency.*
- I. *Describe how the local region promotes integration of services through dual enrollment processes.*
- J. *List the local credentials that the board has approved, to include: issuing entity, requirements to earn credential, and the expiration date (if any) of the credential.*

#### VII. Integration of One-Stop Service Delivery

One of the primary expectations of the workforce system under the WIA statutory framework is a seamless, integrated one-stop delivery system. The expectation for an integrated service delivery system remains firmly embedded as a key principle of a demand-driven workforce system. The goal of integration is to ensure that the full spectrum of community assets is used in the service delivery system to support human capital solutions for businesses, industry and individual customers.

- A. *Describe the one-stop delivery system in the local region, including:*
  - 1. *A description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;\**
  - 2. *Describe how all partner agencies will strengthen their integration of programs and services so that it provides a more seamless system; and*
  - 3. *A copy of each memorandum of understanding (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area.\* (This should be included as Attachment 6 to the local plan.)*
- B. *The expectation is that the local region will involve business, organized labor, local public officials, community-based organizations, WIA service providers and other stakeholders in the development and review of this plan. Describe the plan development process, including how input for the plan was obtained by all the partners involved in the Memorandum of Understanding (MOU).*

#### VIII. Administration & Oversight of the Local Workforce Investment System

- A. *Identify the one-stop operator(s) for the comprehensive and affiliate one-stop centers in the region.*
- B. *Identify the members of the local WTB, the organization or business they represent, and the area (i.e. business, education) in Attachment 2 to the local plan.*
- C. *Include a copy of the local WTB's current by-laws in Attachment 3 to the local plan.*

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- D. *If applicable, include a copy of the region's Performance Improvement Plan (PIP) for any sanctions they have been given, as well as an update on the effectiveness of the PIP's strategies. The PIP should be included as an attachment to this plan.*

IX. Service Delivery

A. One-Stop Service Delivery Strategies

*Describe how the local region is assisting customers in making informed choices based on quality workforce information and accessing quality training providers.*

B. Adults and Dislocated Workers

1. *Provide a description and assessment of the type and availability of all adult and dislocated worker employment and training activities in the local area. \**
2. *Include a description of the local individual training account (ITA) system and the procedures for ensuring that exceptions to the use of ITAs, if any, are justified under WIA section 134(d)(4)(G)(ii) and 20 CFR 663.430.*
3. *Provide a description of how Wagner-Peyser Reemployment Services (Worker Profiling) will be delivered on a weekly basis between the Division of Workforce Development (DWD) and partner staff.*

C. Rapid Response

*Describe how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate.\**

D. Youth

1. *Provide a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities.\**  
(This should include the local board's policy on partnering with and prioritizing services for serving youth most in need, such as out of school youth, those at risk of dropping out, youth in foster care, those aging out of foster care, youth offenders, children of incarcerated parents, homeless youth, and migrant and seasonal farm worker youth.)
2. *Provide a description of any innovative service delivery projects for youth currently operating in the region. Describe the local board's involvement in the projects, and the board's efforts to continue involvement and funding for the continuation of these projects. (Examples include JAG, Youth Build, I Can Learn, Cisco etc.)*

E. Business Services

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1. *Describe efforts to continue Business Outreach and Service plan implementation regarding achievement of coordinating business outreach efforts through a single point of contact system. Describe how partner staff work together to “broker” all programs and services to businesses. Include a description of strategies/ training to ensure partner staff document business contacts in Toolbox and work closely with all career center staff that have business outreach responsibilities. Describe innovative and/ or outreach success(es) that may be considered best practices. Describe any modifications/ revisions to the business outreach plans that were submitted to DWD in 2004.*
2. *Describe the region’s commitment to businesses and how the training needs of businesses will be addressed, including implementing incumbent worker and On-the-Job Training programs. Include a description of how these services will not duplicate and will coordinate with Missouri’s incumbent worker and industry training programs.*

F. Innovative Service Delivery Strategies

*Describe how the region will support the Missouri Re-entry Process (MRP) ex-offender initiative. Include the services to be provided for ex-offenders and the process to be used to identify employers willing to hire ex-offenders.*

G. Strategies for Faith-based and Community-based Organizations

*Describe those activities to be undertaken to: (1) increase the opportunities for participation of faith-based and community organizations as committed and active partners in the one-stop delivery system; and (2) expand the access of faith-based and community-based organizations’ clients and customers to the services offered by the one-stops in the region. Outline efforts for conducting outreach campaigns to educate faith-based and community organizations about the attributes and objectives of the demand-driven workforce investment system. Indicate how these resources can be strategically and effectively leveraged in the local workforce investment area to help meet the objectives of WIA. (For more information, reference DOL’s tool, Making It Real: Strategies for State Agencies and Local Workforce Boards to Increase Partnerships with Faith-Based and Community Organizations.)*

X. Local Administration

- A. *Identify the local levels of performance negotiated with the Governor and chief elected official to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system in the local area.\**
- B. *Identify the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i).\**
- C. *Describe the competitive process used to award the grants and contracts in the local area for activities carried out under subtitle I of WIA, including the process to procure training services*

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*for youth (reference DWD Issuance 03-02) and any that are made as exceptions to the ITA process.\**

- D. *Describe how the local region is working towards eliminating duplicative administrative costs to enable increased training investments.*
- E. *Identify how the local region ensures that services are not duplicated.*
- F. *Establish and define the local policy and procedure for Complaint and Grievance in accordance with the WIA Act 20 CFR 667.600. (This policy should be incorporated into the MOU and disseminated throughout the region for all workforce development professionals to understand and implement. This should adhere to federal, as well as state complaint and grievance guidance.) Include a copy of this policy as Attachment 4 to the local plan.*
- G. *Include the Planning Budget Summaries for Program Year 2005 and Fiscal Year 2006 in Attachment 5 to the local plan.*

#### Attachments to the Local Plan

1. List of Comprehensive One-Stop Centers and Affiliate Sites
2. Local Workforce Investment Board Membership List
3. Local Workforce Investment Board By-Laws
4. Complaint and Grievance Guidelines
5. Planning Budget Summaries for Program Year 2005 and Fiscal Year 2006
6. Memorandum of Understanding (signed by all the parties)
7. Performance Improvement Plan and Update (if applicable)

#### **Public Comment Process**

Prior to submission, the local plans shall provide notice to the public of the plan's availability for comment. Local regions are expected to involve business, organized labor, local public officials, community-based organizations, WIA service providers and other stakeholders in the review of this plan. To ensure as many individuals as possible have an opportunity to comment, notice should also include any known groups representing the diversity of the population in the region. This public comment period shall consist of 30 days.

#### **Plan Submission Process**

Deadline for local plan submissions will be August 31, 2005. A hard copy of the plan, with original signatures, as well as an electronic copy in Microsoft Word is required.

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The hard copy should be sent to:

Division of Workforce Development  
Planning and Research  
P.O. Box 1087  
421 E. Dunklin Street  
Jefferson City, Missouri 65102-1087

The electronic copy should be sent to [clint.flowers@ded.mo.gov](mailto:clint.flowers@ded.mo.gov)

### **Plan Review Process**

Once a complete plan has been submitted, the state anticipates a 30-day review process by the state's Local Plan Review Team. Formal notification of the plan's approval will be sent to the local WIB chair and a copy sent to the local WIB's staff director. The new local plans will be effective October 1, 2005.

### **Local Plan Modification Procedures**

Upon DOL approval of the new state WIA/Wagner-Peyser Act Plan, DWD anticipates replacing DWD Issuance 01-00, Change 3, with a new local plan modification procedures issuance. The new issuance will reflect the elements of this local planning guidance.



## Addendum A

### National Strategic Direction

The purpose of this attachment is to inform the local regions of the national strategic priorities and direction for the workforce investment system for this planning cycle:

- Implementation of a demand-driven workforce system (preparing workers to take advantage of new and increasing job opportunities in high growth/high demand and economically vital industries and sectors of the American economy);
- System reform to eliminate duplicative administrative costs and to enable increased training investments;
- Enhanced integration of service delivery through one-stop delivery systems nationwide;
- A refocusing of the WIA youth investments on out-of-school youth populations, collaborative service delivery across federal programs, and increased accountability;
- Improved development and delivery of workforce information to support WIBs in their strategic planning and investments; providing tools and products that support business growth and economic development; and providing quality career guidance directly to students and job seekers and their counselors through one-stop career centers;
- Faith-based and community-based organizations playing an enhanced role in workforce development;
- Enhanced use of waivers and workflex provisions in WIA to provide greater flexibility to states and local areas in structuring their workforce investment systems; and
- Reporting against common performance measures across Federal employment and training programs.

Federal goals for this two-year cycle include realizing the reforms envisioned by WIA, and incorporating new statutory and regulatory program requirements that have evolved since the passage of WIA, such as priority of service for veterans as prescribed by the Jobs for Veterans Act.

For further information on DOL's national direction, please refer to the Federal Register/Vol. 70, No. 69 dated Tuesday, April 12, 2005, *Planning Guidance and Instructions for Submission of Two Years of the Strategic Five-Year State Plan for Title 1 of the Workforce Investment Act of 1998 and the Wagner-Pessey Act; Pages 19206 through 19209.*

## Addendum B

### **Apprenticeship Program Information**

The President's High Growth Job Training Initiative is advancing the partnership between industry employers, community colleges and workforce providers to train workers who can compete in emerging fields like biotechnology, high-tech manufacturing, health care, and many others. Apprenticeship has been recognized as a successful model for providing skilled workers, first in the construction trades and now biotechnology, health care, information technology, retail and numerous occupational areas.

Apprenticeship sponsorship, in collaboration with community colleges and the career center, uses classroom instruction and on-the-job training to provide quality training and certification of individuals needed now and in the future.

To promote apprenticeship sponsorship and collaboration, DWD is suggesting that the representatives from the U.S. Department of Labor Bureau of Apprenticeship and Training be invited to WIB meetings (and other meetings, such as Missouri Employer Committee, chamber of commerce, etc.), invited to attend job fairs and conferences and arrange to work directly with career center staff, including business representatives. DWD encourages innovative ideas from local WIBs for outreach to business and academic institutions to advance apprenticeship sponsorships.